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ABSTRACT

A curriculum outline is presented for a yeoman advanced course. The mission and scope of the course are described and 28 units identified. Some of the topics include classified material, correspondence, court martials, office procedures and management, teaching skills, dictation and transmission, and Coast Guard benefits. For each unit, terminal (broad) objectives are identified as well as enabling objectives which instructors use to evaluate students' specific competencies related to terminal objectives. A chart indicates the number of minutes required for each unit. Lists of equipment and aids, texts and references, forms, handouts, and assignments are provided in appendices. (DC)

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An Example Curriculum Outline for a Marine Education Oriented Course of Instruction (YNA)

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February 1982

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INTRODUCTION: Curriculum outlines provide instructors, among other things, overviews of what students should be able to demonstrate when they have completed a course, a unit of instruction, or perhaps even a lesson. These behaviors are called terminal and enabling objectives. They are the objectives over which students in one way or another are tested to determine whether they can demonstrate minimum levels of competence as set forth by course instructors. Terminal objectives are somewhat broad in scope when compared with enabling objectives. Enabling objectives as their name suggests are the objectives with which when students demonstrate competency allow or enable teachers to decide if their students are competent with a terminal objective. To be competent with a terminal objective, however, does not mean students must demonstrate competency with every enabling objective of a specific terminal objective. The actual number of enabling objectives over which students must show facility is set by the course instructor and constitutes a performance standard or criterion. For example, it may be that the minimum competency level for a certain terminal objective is 70%. This may translate to students having to show facility with 70% of the enabling objective for that terminal objective. The percentage may change from one to another terminal objective.

The curriculum outline has been divided into units, each number successively from 1.0 to the end. Each unit may involve one or more lectures, a matter of instructor style, desires and the like. Terminal objectives take on the numbers of the units followed by numerals, 1 to as many as there are, in the tenths place (1.1, 1.2, 1.3). Enabling objectives take on the number of the unit, then the number of the terminal objective followed by numbering in the hundredths place from 1 to the end (1.1.1, 1.1.2, 1.1.3, 2.1.1, 2.1.2, 2.2.1, 2.2.2).

. All publications, listed either in the objectives or in an appendix, which have "CG" or "M" numbers are available through the Government Printing Office, Washington, D.C.

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MISSION: The objective of the Yeoman Advanced Course is to increase the Coast Guard Reserve students competency levels beyond that gained through participation in the Yeoman Basic Course, on-the-job training and work in the Yeoman field. It is furtner intended as a vehicle to develop student's abilities to perform supervisory, administrative and clerical duties within the active Coast Guard in the event of mobilization, help them advance in rate and function proficiently in their reserve billets.

SCOPE: The Yeoman Advanced Course was designed for Yeoman second and first class.It is centered around requirements for advancement as set forth in the Enlisted Qualifications Manual (Commandant InstructionM1414.8 (old CG-311), record of Practical Factors (CG-3303C) and relevant Coast Guard Institute non-resident training courses.

The following assumptions have been made about entering students;(1) they have attained the rate of Petty Officer Second Class in the Yeoman rating or; (2) have successfully completed the Yeoman Basic Course and; (3) have attained the rate of Petty Officer Third Class in the Yeoman rating and; (4) have extensive experience and on-the-job training as Yeoman. Upon entry students are expected to perform at the Yeoman Second Class competency level.

Senior Petty Officers (YNC's and above) are not resticted from enrollment in the course when space is available.

TERMINAL PERFORMANCE SKILL AND KNOWLEDGE OBJECTIVES: Upon completion of the course students should be able to:

UNIT: 1.0 Course Introduction

1.1 Understand school and station regulations as well as the way in which the course will be conducted.

UNIT: 2.0 Course Pretest

2.1 Terminal objectives have not been written for this unit since its purpose is not to modify student behavior.

UNIT: 3.0 Introduction to Classified Material

3.1 KNOW how to route and forward classified material in accordance with guidance set forth in M5500.11, Security Manual.

3.2 UNDERSTAND proper methods of stowage and safeguarding of classified material as outlined in M5500.11, Security Manual.

3.3 APPLY proper methods of classified material destruction and procedures when reporting such destruction as outlined in the Security Manual, M5500.11.

UNIT: 4.0 Introduction to Business and Social Correspondence

4.1 COMPOSE properly business and social correspondence to cover specific situations in accordance with guidance provided in M5216.4, Correspondence Manual and Swartz, O.D., Service Etiquette.

UNIT: 5.0 Officer Personnel Administration

5.1 KNOWS how to locate information relevant to officer personnel administration using Commandant Note 5600, Directives, Publications and Reports Index; M1000.6 Personnel Manual; M1001.26, Coast Guard Reserve Admininstrative Manual.

UNIT: 6.0 Introduction to Officer Education Programs

6.1 LOCATE information about formal educational programs for which Coast Guard Officers are eligible using USCG Institute N00103, List of Correspondence Courses; M1000.6 Personnel Manual; CG-392, Reserve Training Manual; M1001.26, Administrative Manual for the Coast Guard Reserve; Commandant Instructions, 1500 series; Commandant Note 5600, Directives Publications and Reports Index; USCG Institute Correspondence Course Manual.

6.2 LOCATE information about correspondence courses for which officers are eligible using publications listed in 6.1 above.

6.3 KNOWS forms used and procedures followed in processing requests for correspondence courses and applications for formal school programs as outlined in the publications listed in 6.1 above.

UNIT: 7.0 Introduction to Classified Correspondence

7.1 WRITE a classified instruction in accordance with the guidance set forth in M5216.4, Coast Guard Directives System and M5500.11, Security Manual.

7.2 KNOWS rules for downgrading of classifications set forth in M5500.11, Security Manual.

Unit: 8.0 Introduction to Special and General Court Martials

8.1 DEMONSTRATES proper administration of special and general court martials as outlined in Manual for Courts-Martial, United States, 1969; M5810.1, Military Justice Manual; CG-432, General and Special Court Martial Guide.

UNIT: 9.0 Forms and Directives Management

9.1 KNOWS what reports specific unit is required to submit and their frequency of submission as directed in Commandant Notice 5600, Directives, Publications and Reports Index; M1000.6 Personnel Manual; M1001.26, Administrative Manual for the Coast Guard Reserve.

9.2 KNOWS how to order required forms and directives using guidance provided in Commandant Note 5600, Directives, Publications and Reports Index.

UNIT: 10.0 Procurement of Supplies and Equipment

10.1 UNDERSTANDS how to order office supplies using the GSA catalog in accordance with directives provided in GSA Office Supplies Supply Catalog and M4400.8 Requisition Handbook (MILSTRIP/SURF).

UNIT: 11.0 Basic Leadership Concepts

12.1 Understands reasons for a breakdown of leadership in office situations based upon principles M1550.9, Basic Leadership: Right Down the Line; Hersey, P. and Blanchard, K.H., Management of Organizational Behavior and USN Leadership Support Manual.

UNIT: 12.0 Office Management Concepts and Techniques

12.1 CREATE an office management plan based upon guidance set forth in Hersey, P. and Blanchard, K.H., Management of Organizational Behavior: Utilizing Human Resources.

UNIT: 13.0 Using the Personnel Management Informtion System and the Joint Uniform Military Pay System

13.1 UNDERSTAND how to make Perrsonnel Management Information entries as required by the M1000.6, Personnel Manual and outlined in M1080.5A, Personnel Management Information System.

UNIT: 14.0 Introduction to the Teaching Learning Process

14.1 DISCUSS the teaching learning process as presented in Klausmeir, H.J. and Goodwin, W. Learning and Human Abilities.

UNIT: 15.0 Introduction to Lesson Planning

15.1 CREATE a draft lesson plan reflective principles set forth in Chief of Naval Education and Training, Procedures for Instructional Systems Development.

UNIT: 16.0 Introduction to Writing Behavioral Objectives

16.1 WRITE student centered behavioral objectives in a manner consistant with principles set forth in Gronlurd, N.E. Stating Objectives for Classroom Instruction.

UNIT: 17.0 Introduction to Test Methods and Practices

17.1 KNOW steps followed in criterion references test construction as identified by Bennion, D.H., Assessing Student Learning.

UNIT: 18.0 Use of Teaching Aids

18.1 RECOGNIZE a variety of teaching aids as a result of an in class discussion.

18.2 KNOW methods and procedures used in training aid development based upon an in class discussion.

UNIT: 19.0 Planning a 20 Minute Yeoman Oriented Lesson

19.1 CREATE a 20 minute lesson using the principles set forth in the previous five lessons.

UNIT: 20.0 Dictation and Transmission

21.0 DEMONSTRATE an increase in the rate of recording and transcription based upon rate computation instructions provided in M1414.8, Enlisted Qualifications Manual.

UNIT: 21.0 Development of Clerical Training Programs

21.1 CREATE a draft training program for an adminstrative office in accordance with Command related needs; abilities of workers as reflected in M1414.8 Enlisted Qualifications Manual and CG-3303C, Record of Practical Factors and Educational Program guidance provided by M1001.6, Personnel Manual, M1001.26, Reserve Administrative Manual, CG-392, Reserve Training Manual, M1500.10 Training and Education Manual Instructions, USCG Institute Correspondence Course Manual, USCG Institute N00103, List of Correspondence Courses and other Commandant 1500 series Instructions.

UNIT: 22.0 Benefits Available to Coast Guard Personnel

22.1 LOCATE information regarding benefits using M1000.6, Personnel Manual; M1001.26, Coast Guard Reserve Administrative Manual; Commamdant Note 5600, Directives Publications and Reports Index; CG-442, Survivor Benefit Plan.

22.2 DETERMINE eligibility for benefits based upon guidance provided in publications listed in 22.1 above.

22.3 ANSWER specific questions about benefits using information provided in publications listed in 22.1 above.

UNIT: 23.0 Conducting Practical Exercises in the Yeoman Field

23.1 UNDERSTAND administrative aspects of personnel problems as set forth in Coast Guard Directives and Publications (see enabling objectives).

UNIT: 24.0 Twenty Minute Student Presentations of YN Field Subjects.

UNIT: 25.0 Review of Yeoman Subjects

25.1 LOCATE information relevant to subjects relevant to the field using Coast Guard Publications (see enabling objectives).

UNIT: 26.0 Course Post Test

26.1 Terminal objectivess have not been written for this unit since its purpose is not to modify student behavior.

UNIT: 27.0 Course Post Test Review

27.1 Terminal objectives have not been written for this unit since its purpose is not modify student behavior.

UNIT: 28.0 Course Critique

28.1 Terminal objectives have not been established for this unit since its purpose is not to modify student behavior.

COURSE TIME SUMMARY

I. Administration	Minutes
A. In Processing	50
B. Personnel Inspection	50
C. Out Processing	100
TOTAL	200

II. School and Course Indoctrination	
TOTAL	50

III. Training.

TEACHING METHOD

Unit Number	*PD	LAB	PE	L	ER	CM	Total
2.0					50		50
3.0			90	10			100
4.0			35	15			50
5.0	10		70	20		50	150
6.0			85	15			100
7.0			80	20			100
8.0	30			15		155	200
9.0				10		90	100
10.0				15		85	100
11.0	50			30		120	200
12.0				30		170	200
13.0			135	15			150
14.0				50			50
15.0			40	10			50
16.0			70	30			100
17.0			70	30			100
18.0		50	20	30			100
19.0			90	10			100
20.0		100					100
21.0				10		90	100
22.0	30		50	20			100
23.0			400				400
24.0			380	20			400
25.0				10		190	200
26.0					50		50
27.0					150		150
28.0			200				200
TOTALS	120	150	1805	415	350	950	3700

*PD = Panel Discussion; PE = Practical exercise; L = Lecture; ER = Examination Review; CM = Case Study Method; LAB = Laboratory

IV. Course Length

Introduction Minutes + Training Minutes

50 + 3700 = 3750

$$\frac{\text{Introduction Minutes + Training Minutes}}{\text{Minutes/Day}} = \text{Days}$$

$$\frac{3750}{400} = 9\ 3/8$$

ENABLING OBJECTIVES

UNIT: 1.0 Course Introduction Terminal Performance Skill Knowledge Objectives: When a student has completed this unit, he or she should be able to:

1.1 UNDERSTAND school and station requlations as well as the way in which the course is conducted.

1.1.1 STATE class hours as set forth in the class schedule.

1.1.2 EXPLAIN instructor evaluation of students as descrobed om the course student guide.

1.1.3 DESCRIBE the assignment of class standing as described in the course student guide.

1.1.4 EXPLAIN uses of the course student guide as described in the course student guide.

1.1.5 EXPLAIN the class schedule as outlined in the course student guide.

1.1.6 LIST library hours as outlined in station regulations.

1.1.7 EXPLAIN school parking regulations as outlined in station regulations.

1.1.8 EXPLAIN school uniform regulations as outlined in station regulations

1.1.9 DISCUSS practical factors covered during the course

UNIT: 2.0 Course Pretest terminal Performance Skill and Knowledge Objectives: None (see terminal objective section)

UNIT: 3.0 Introduction to Classified Material

Terminal Performance skill and Knowledge Objectives: When a student has completed this unit, he or she should be able to:

3.1 KNOW how to route and forward classified Material

3.2 UNDERSTAND proper methods and safeguarding of classified material.

3.3 APPLY proper methods of classified material destruction and procedures when reporting such destruction.

Enabling Objectives:

3.1.1 EXPLAIN how to identify classified material in accordance with M5500.11, Security Manual and M5215.6, Coast Guard Directive System.

3.1.2 LIST publications providing information about the security classifications of correspondence Commandant Instruction 5210.5A, Standard Subject Matter Identification Codes; Commandant Notice 5600, Directives, Publications and Reports Index; M5216.4, Correspondence Manual; M5215.6 Coast Guard Directive System; M5500.11, Security Manual.

3.1.3 DESCRIBE how classified information and material may be transmitted in accordance with M5500.11, Security Manual.

3.1.4 LIST the publication which provides guidance for the preparation of classified instructions M5500.11, Security Manual; M5215.6, Coast Guard Directive System M5216.4, Correspondence Manual.

3.1.5 EXPLAIN the differences when in security cautions when classified material is routed and when it is forwarded as outlined in M5500.11, Security Manual.

3.2.1 DESCRIBE where secret material may be stored as outlined in M5500.11 Security Manual.

3.2.2 DESCRIBE where confidential material may be stored as outlined in M5500.11, Security Manual.

3.2.3 EXPLAIN the duties of a classified material custodian as outlined in M5500.11, Security Manual.

3.2.4 DISCUSS security maintenance of a security document storage area as outlined in M5500.11, Security Manual.

3.2.5 DESCRIBE the purpose of CG-4781 as outlined in M5500.11, Security Manual after locating the form title in CG-218, Catalog of Forms.

3.3.1 LIST methods of destroying classified material as outlined in M5500.11, Security Manual.

3.3.2 EXPLAIN the uses of a certificate of destruction as outlined in M5500.11, Security Manual.

UNIT:4.0 Introduction to Bussiness and Social Corres dence

Terminal Performance Skill and Knowledge Objective: when a student has completed this unit, he or she should be able to:

4.1 COMPOSE properly business and social correspondence to cover specific situations

Enabling Objectives:

4.1.1 WRITE standard Coast Guard letters from command to command using guidance provided in M5216.4, Correspondence Manual, Commandant Note 5605, Standard Distribuition List and Commandant Instruction 5210.5A, Standard Subject Matter Identification Codes.

4.1.2 WRITE a letter of invitation from a military person to a senator using guidance provided by Shwartz, O.D., Service Etiquette.

4.1.3 ADDRESS envelopes correctly using guidance from M5216.4, Correspondence Manual.

UNIT: 5.0 Officer Personnel Administration

Terminal Performance Skill and Knowledge Objective: when a student has completed this unit, he or she should be able to:

5.1 KNOW how to locate information relevant to officer personnel administration.

Enabling Objectives:

5.1.1 USE Commandant Note 5600 to identify commandants. Instructions related to Officer Personnel Administration.

5.1.2 LISTS publications and directives other than Commandant Instructions which deal with officer personnel administration using Commandant Note 5600, Directives, Publications and Reports Index .

5.1.3 LIST sources of information regarding specific officer personnel administration related questions.using Commandant Note 5600, Directives, Publications and Reports Index M1000.6, Personnel Manual, M1001.26, Coast Guard Reserrve Administrative Manual.

5.1.4 Answer specific officer personnel administration related questions using Commandant Note 5600, Directives, Publications and Reports Index, M1000.6 Personnel Manual, M1001.26, Coast Guard Reserve Administrative Manual.

UNIT: 6.0 Introduction to Officer Education Programs

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

6.1 LOCATE information about formal educational programs for which officers are eligible.

6.2 LOCATE information about correspondence courses for which officers are eligible.

6.3 KNOW forms used and procedures allowed in processing requests for correspondence courses and applications for formal school programs.

Enabling Objectives:

6.1.2 LISTS post graduate programs for which officers are eligible using Commandant Note 5600, Directives, Publications and Reports Index, M1000.6 Personnel Manual.

6.1.3 LIST War College Programs for which officers are eligible using Commandant Note 5600, Directives, Publications and Reports Index, M100.6, Personnel Manual, M1500.10, Coast Guard Training and Education Institute.

6.2.1 LIST Coast Guard Correspondence Courses officers may take using USCG Institute Correspondence Course Manual, USCG Institute N00103, List of Correspondence Courses.

6.2.2 LOCATE correspondence courses from service institutes other than the Coast Guard for which officers are eligible using M1000.6, Personnel Manual, M1001.26, Coast Guard Reserve Admininstrative Manual, CG-392, Reserve Training Manual, USCG Institute M01501, USCG Institute Correspondence Course Manual.

6.3.1 LIST procedures to follow when applying for post graduate education programs as outlined in M1000.6, Personnel Manual.

6.3.2 LIST procedures to be followed when applying for Coast Guard Institute Courses using USCG Institute, M01501, USCG Institute Correspondence Course Manual..

6.3.3 LIST procedures to be followed when applying for courses from institutes other than the Coast Guard using USCG Institute, M01501, USCG Institute Correspondence Course Manual.

UNIT: 7.0 Introduction to Classified Correspondence

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

7.1 WRITE a classified commandants instruction.

7.2 KNOW the rules for downgrading classifications.

Enabling Objectives:

7.1..1 NAME sources of information relevant to drafting classified correspondence using M5500.11, Security Manual, M5215.6, Coast Guard Directives System, Commandant Note 5600, Directives, Publications and Reports Index, Commandant Instruction 5210.5A, Standard Subject Identification Codes, M5216.4 Correspondence Manual.

7.1.2 IDENTIFY sources providing guidance in drafting classified directives using M5216.4, Correspondence Manual, M5500.11, Security Manual, M5215.6, Coast Guard Directives System.

7.1.3 LIST sources of information dealing with the format of classified directives using M5215.6, Coast Guard Directives System, M5216.4 Correspondence Manual.

7.1.4 IDENTIFY sources of information dealing with a properly marked directives using M5215.4, Correspondence Manual, M5500.11, Security Manual.

7.2.1 LIST rules for down grading classified correspondence found in M5500.11, Security Manual.

UNIT: 8.0 Introduction to Special and General Court Martials

Terminal Performance Skill and Knowledge Objectives: when a student completes this unit, he or she should be able to:

8.1 DEMONSTRATE proper administration of special and general court martials.

Enalbing Objectives:

8.1.1 COMPLETE CG-4910 Nonjudicial Punishment Report in accordance with guidance provided in M5810.1, Military Justice Manual.

8.1.2 MAKE correct entries in the unit punishment log as directed in M5810.1, Military Justice Manual.

8.1.3 COMPLETE Miranda/tempia warning in accordance with the 1969 edition of the Manual for Courts Martial.

8.1.4 COMPLETE a charge sheet, DD Form 458 based upon guidance provided in the Manual for Courts Martial, 1969.

8.1.5 COMPLETE pretrial documents using directions provided in the Manual for Courts Martial, 1969, CG-432, General and Special Court Martial Guide, M5810.1 Military Justice Manual.

8.1.6 COMPLETE post trial documents required by the Manual for Courts Martial,1969.

UNIT: 9 Forms and Directives Management

Terminal Performance Skill and Knowledge Objectives: When a student completed this unit, he or she should be able to:

9.1 KNOW what reports a specific unit is required to submit and their frequency of submission.

9.2 KNOW how to order required forms.

9.3 KNOW how to order required directives.

Enabling Objectives:

9.1.1 IDENTIFY publications that are required by a specific Coast Guard unit in accordance with information provided in Commandant Note 5600, Directives, Publications and Reports Index.

9.1.2 IDENTIFY directives that are required by a specific Coast Guard unit based upon inclusions in Commandant Note 5600, Directives, Publications and Reports Index.

9.1.3 LIST frequency of submission for reports required by specific Coast Guard unit as directed by CG-218, Catalog of Forms.

9.1.4 IDENTIFY form titles when only the form numbers are known using CG-218, Catalog of Forms.

9.1.5 IDENTIFY source listing effective instructions using Commandant Note 5600, Directives Publications and Reports Index.

9.1.6 IDENTIFY form numbers when only the form titles are known using CG-218, Catalog of Forms.

9.2.1 COMPLETE forms required when ordering forms in accordance with guidance provided in CG-218 Catalog of Forms.

9.3.1 COMPLETE forms required when ordering directives (CG-4428, Request for Directives) using directions provided in Commandant Note 5600, Directives, Publications and Reports Index.

UNIT: 10 Procurement of Equipment and Supplies

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit, he or she should be able to:

10.1 UNDERSTAND how to order office supplies and equipment using the GSA catalog.

Enabling Objectives:

10.1.1 IDENTIFY by name and meaning various sections of a National Stock Number using M4400.8, Requisitioning Handbook and NAVTRA 10269-H, Storekeeper 3 & 2.

10.1.2 DEFINE unit of issue in accordance with the GSA Supply Catalog Office Products.

10.1.3 DESCRIBE the process used in ordering office supplies as outlined in the GSA Supply Catalog Office Products, M4400.8, Requisition Handbook.

10.1.4 USE the GSA catalog to find stock numbers of specific items.

10.1.5 USE M4400.8 to find instructions for ordering office supplies.

10.1.6 COMPLETE form CG-4940 Surt Requisition Log for an office order using M4400.8, Requisitioning Handbook.

10.1.7 COMPLETE form DOT F 4200.1.1, Procurement Request. for an office supply order using guidance provided in M4400.8, Requisitioning Handbook.

UNIT: 11 Basic Leadership Concepts

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

11.1 UNDERSTAND reasons for a breakdown of leadership in office situations.

Enabling Objectives:

11.1.1 IDENTIFY possible reasons for a breakdown in leadership in specific situations based upon principle set forth in M1550.9, Basic Leadership Right Down the Line.

11.1.2 SUGGEST leadership methods which will rectify morale problems using the principles set forth in M1550.9, Basic Leadership Right Down the Line, Hersey, P. and Blandhard, K.H., Management of Organizational Behavior.

11.1.3 REPORT solutions to observed morale problems using the principles set forth in M1550.9, Basic Leadership Right Down the Line, Hersey, P. and Blanchard, K.H., Management of Organizational Behavior.

UNIT: 12 Office Management Concepts and techniques

Terminal Performance Skill and Knowledge Objectives: when a student has completes this unit, he or she should be able to:

12.1 CREATE an office management plan.

Enabling Objectives:

12.1.1 USE M1414.8, Enlisted Qualifications Manual to identify skill levels of office personnel.

12.1.2 USE form CG-3303C to identify skill levels of office personnel.

12.1.3 LIST tasks to be accomplished by a specific personnel office based upon M1414.8, Enlisted Qualifications Manual, CG-3303C, Record of Practical Factors and experience, work and educational backgrounds of office personnel.

12.1.4 DESIGN a forcast management scheme for required reports using principles set forth in Hersey, P., and Blanchard, K.H., Management of Organizational Behavior: Utilizing Human Resources and reports information proveded by Commandant Note 5600, Directives Publications and Reports Index.

12.1.5 PLAN for rates of office personnel when making work assignments using guidance provided by M1414.8, Enlisted Qualifications Manual, CG-3303C, Record of Practical Factors.

12.1.6 MAKE work assignments which take into account the work environments based upon experience level of personnel and guidance provided in M1414.8, Enlisted Qualification Manual and CG-3303C, Record of Practical Factors.

12.1.7 USE skills and abilities of office personnel when making work assignments as set forth in objective 12.1.6 above.

12.1.8 RELATE office management to short term organizational goals based upon random and emergency administrative matters such as NJP, Courts, personnel injuries, leave, etc.

12.1.9 RELATE office management to long term organizational goals using history of previous work load, submission of necessary reports as outlined in Commandant Note 5600, Directives, Publications and Reports Index.

UNIT: 13.0 Using the Personnel Management Information System and the Joint Uniform Military Pay System.

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

13.1 UNDERSTAND how to make Personnel Management Information System entries.

Enabling Objectives:

13.1.1 USE M1080.5A Personnel Management Information System to complete administrative actions.

13.1.2 USE CG-296-1, Reserve Personnel Management Information System to complete personnel actions.

13.1.3 COMPLETE form CG-3312A, Personnel Actions dealing with a specific event using guidance from M1080.5A Personnel Management Information System.

13.1.4 COMPLETE form CG-3307, Administrative Remarks to cover a specific situation in accordance with M1080.5A, Personnel Management Information System.

13.1.5 COMPLETE form Cg-5229, Statement of Intent dealing with a retirement in accordance with M1080.5A, Personnel Management Information System.

13.1.6 COMPLETE form 3304, Court Memorandum covering summary court martial using M1080.5A, Personnel Management Information System.

13.1.7 PREPARE a Pesonnel Actions transmittal package using the procedures oulined in M1080. 5A, Personnel Management Information System.

UNIT: 14.0 Introduction to the Teaching Learning Process

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit, he or she should be able to:

14.1 DISCUSS the teaching -learning process.

Enabling Objectives:

14.1.1 USE the learning readiness concept in making a 20 minute presentation dealing with a YN subject.

14.1.2 APPLY learning concepts to administrative office and educational program development as outlined by Klausmeier, H.J. and Goodwin, W. Learning and Human Abilities.

14.1.3 TAILOR office educational programs to strengths and weaknesses of office personnel using the backgrounds and experiences of personnel as a point of departure.

UNIT: 15:0 Introduction to Lesson Planning

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

15.1 CREATE a draft lesson plan.

Enabling Objectives:

15.1.1 MAKE a draft lesson plan to teach a lesson plan on writing Rapidraft letters using CG-199-2, Correspondence Manual for Small Units, M5216.4, Correspondence Manual, Commandant Instruction 5210.5A, Standard Subject Matter Identification Code, Commandant Note 5605, Standard Distribution List.

UNIT: 16.0 Introduction to Writing Behavioral Objectives

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

16.1 WRITE student centered behavioral objectives.

Enabling Objectives

16.1.1 DESIGN a student centered behavioral terminal objective for a lesson covering a Personnel Actions Transmittal using M1080.5A, Personnel Management Information System .

16.1.2 DESIGN a set of student centered enabling objectives which support the objective from 16.1.1 using information provided by M1080.5A, Personnel Management Information System.

UNIT: 17.0 Introduction to Test Methods and Practices

Terminal Performance Skill and knowledge Objectives: when a student has completed this unit, he or she should be able to:

17.1 KNOW steps followed in criterion referenced test construction.

Enabling Objectives:

17.1.1 USE information regarding strengths and weaknesses of test item types when designing tests dealing with lessons comvering a standard Coast Guard letter using guidance from M5216.4, Correspondence Manual, Commandant Note 5605, Standard Distribution List, CG-199-2, Correspondence Manual for Small Units.

17.1.2 MAKE a table of specifications for a lesson which deals with drafting a Coast Guard letter using guidance cited above in objective 17.1.1.

17.1.3 WRITE criterion referenced multiple choice test items from the table of specifications in 17.1.2 for a standard Coast Guard letter.

UNIT: 18.0 Use of Teaching Aids

Terminal Performance Skill and Knowledge Objectives: when a student has completed this unit, he or she should be able to:

18.1 RECOGNIZE a variety of teaching aids.

18.2 KNOW methods and procedures used in teaching aid development.

Enabling Objectives

18.1.1 CHOOSE teaching aids to be used in a class room presentation dealing with a YN subject.

18.2.1 MAKE at least one teaching aid to be used when teaching a Yeoman field subject using the prinicipies set forth in this lesson.

UNIT: 19.0 Planning a 20 Minute Lesson

Terminal Performance and Knowledge Objectives: when a student has completed this he or she should be able to:

19.1 CREATE a 20 minute lesson (each student has his or her subject; each subject is different.

Enabling Objectives

19.1.1 CONSTRUCT a lesson plan dealing with Coast Guard correspondence using principles set forth in M5216.4, Correspondence Manual; CG-199-2 Correspondence Manual for Small Units, Commandant Note 5605, Standard Distribution List, Commandant Instruction 5210.5A, Standard Subject Identification Code.

19.1.2 CONSTRUCT a lesson plan dealing with Coast Guard filing practices using Commandant Instruction 5210.5A, Standard Subject Identification Code CG-410, Paperwork Management Manual.

19.1.3 CONSTRUCT a lesson plan dealing with ID card processing M1000.6, Personnel Manual, M1001.26, Coast Guard Reserve Administrative Manual.

19.1.4 CONSTRUCT a lesson plan dealing with education and training in the Coast Guard using CG-392, Reserve Training Manual, M1500.10, Coast Guard Training and Education Instructions, USCG Institute M01501, USCG Institute Correspondence Course Manual, USCG Institute N00103, List of Correspondence Courses.

19.1.5 CONSTRUCT a lesson plan dealing with enlisted evaluations using M1000.6, Personnel Manual, M1001.26, Coast Guard Reserve Administrative Manual.

19.1.6 CONSTRUCT a lesson plan dealing with the Personnel Management Information System using M1080.5A.

19.1.7 CONSTRUCT a lesson plan dealing with enlisted advancements using information provided in M1000.6, Personnel Manual, M1001.26, Coast Guard Reserve Administrative Manual.

19.1.8 CONSTRUCT a lesson plan dealing with leave using M1000.6, Personnel Manual.

19.1.9 CONSTRUCT a lesson plan dealing with entitlements using information provided in M1000.6, Personnel Manual, M1001.26, Coast Guard Reserve Administrative Manual, CG-264, Comptroller Manual.

19.1.10 CONSTRUCT a lesson plan dealing with service records using M1080.5A, Personnel Management Information System.

19.1.11 CONSTRUCT a lesson plan dealing with records of emergency data stressing points discussed in M1080.5A, Personnel Management Information System.

19.1.12 CONSTRUCT a lesson plan dealing with extensions of enlistments applying information from M1000.6, Personnel Manual, M1001.26, Coast Guard Reserve Administrative Manual.

UNIT: 20.0 Dictation and Transcription

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit, he or shee should be able to:

20.1 DEMONSTRATE an increase in the rate of recording and transcription.

Enabling Objectives

20.1.1 CALCULATE beginning recording rate using M1414.8, Enlisted Qualifications Manual.

20.1.2 CALCULATE final recording rate using M1414.8, Enlisted Qualifications Manual.

20.1.3 CALCULATE beginning transcription rate using M1414.8, Enlisted Qualifications Manual.

20.1.4 CALCULATE final transcription rate using M1414.8, Enlisted Qualifications Manual.

UNIT: 21.0 Development of Clerical Training Programs

Terminal Performance Skill and Knowledge Objectives: When a student has completes this unit, he or she should be able to:

21.1 CREATE a draft training program for an administrative office.

Enabling Objectives:

21.1.1 USE Coast Guard M1414.8 Enlisted Qualifications Manual to establish training requirements.

21.1.2 USE Record of Practical Factors, CG-3303C to establish training requirements.

21.1.3 APPLY experience of assigned personnel in program development.

21.1.4 USE correspondence courses listed in USCG Institute M01501, Correspondence Course Manual and USCG N00103, List of Correspondence Courses as part of the program.

21.1.5 MAKE use of worker educational background in program development.

UNIT: 22.0 Benefits Available to Coast Guard Personnel

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit, he or she should be able to:

22.1 LOCATE information regarding specific benefits.

22.2 DETERMINE eligibility for benefits based upon a person's military status.

22.3 ANSWER specific questions about benefits.

Enabling Objectives:

22.1.1 LIST sources of information regarding answers to specific benefit related questions using M1000.6, Personnel Manual; M1001.26, Coast Guard Reserve Administrative Manual; Commamdant Note 5600, Directives Publications and Reports Index; CG-442, Survivor Benefit Plan.

22.2.1 DIFFERENTIATE between people who are and are not elilgible specifilc benefits using guidance M1000.6, Personnel Manual; M1001.26, Coast Guard Reserve Administrative Manual.

22.3 SELECT answers to specific benefits related questions M1000.6, Personnul Manual; M1001.26, Coast Guard Reserve Administrative Manual.

UNIT: 23.0 Conducting Practical Exercises in the Yeoman Field

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit of instruction, he or she should be able to:

23.1 UNDERSTAND administrative aspects of multivariate personnel problems.

Enabling Objectives:

23.1.1 COMPLETE initial enlistment related documents as outlined in CG-207-5, Recruiting Manual.

23.1.2 OPEN a service record using guidance provided in CG-207-5, Recruiting Manual, M1080.5A Personnel Management Information System.

23.1.3 MAKE Personnel Management Information System entries using M1080.5A.

23.1.4 ORDER correspondence courses using form CGI 2100 and guidance provided in USCG Institute M01501, USCG Correspondence Course Catalog and USCG Institute M00103, List of Correspondence Courses.

23.1.5 PREPARE transfer orders in accordance with M1000.6, Personnel Manual and M1080.5A Personnel Management Information System.

23.1.6 COMPLETE an extension of enlistment using guidance from M1000.6, Personnel Manual and M1080.5A Personnel Management Information System.

23.1.7 PREPARE reenlistment papers as outlined in M1000.6, Personnel Manual and M1080.5A Personnel Management Information System.

23.1.8 PREPARE semiannual enlisted evaluations M1000.6, Personnel Manual and M1080.5A Personnel Management Information System.

23.1.9 PREPARE leave papers following rules set forth in M1000.6, Personnel Manual and M10d0.5A Personnel Management Information System.

23.1.10 PREPARE DD214 in accordance with M1000.6 Personnel Manual.

23.1.11 PREPARE documents for a government driver's license in accordance with CG-405, Safety Manual.

UNIT: 24.0 Twenty Minutes of Student Presentations

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit, he or she should be able to:

24.1 DELIVER a twenty minute presentation (each student has a different subject).

Enabling Objectives

24.1.1 USE an instructor self evaluation guide to evaluate individual success.

24.1.2 PRESENT a lesson dealing with Coast Guard correspondence using information provided in CG-199-2, Correspondence Manual for Small Units M5216.4, Correspondence Manual, Commandant Note 5605, Standard Distribution List, Commandant Instruction 5210.5A, Standard Subject Identification Code.

24.1.3 PRESENT a lesson dealing with Coast Guard filing practices which deals with policies and practices set forth in CG-410, Paperwork Management Manual and Commandant Instruction 5210.5A, Standard Subject Identification Code.

24.1.4 PRESENT a lesson dealing with ID card processing as outlined in M1000.6, Personnel Manual and M1001.26, Coast Guard Reserve Administrative Manual.

24.1.5 PRESENT a lesson dealing with education and training in the Coast Guard using policies and information provided in M1000.6, Personnel Manual and M1001.26, Coast Guard Reserve Administrative Manual CG-392, Reserve Training Manual, M1500.10, Coast Guard Training and Education Instructions, Commandant 1500 series instructions, M5216.4, Correspondence Manual, USCG Institute N00103, List of Correspondence Courses.

24.1.6 PRESENT a lesson dealing with enlisted evaluations M1000.6, Personnel Manual and M1001.26, Coast Guard Reserve Administrative Manual.

24.1.7 PRESENT a lesson dealing with the Personnel Management Information System using information provided in M1080.5A.

24.1.8 PRESENT a lesson dealing with enlisted advancements M1000.6, Personnel Manual and M1001.26, Coast Guard Reserve Administrative Manual M1414.8, Enlisted Qualifications Manual, CG-3303C, Record of Practical Factors.

24.1.9 PRESENT a lesson dealing with leave which uses information and deals with policies set forth in M1000.6, Personnel Manual.

24.1.10 PRESENT a lesson dealing with entitlements as set forth in M1000.6, Personnel Manual, M1001.26 Coast Guard Reserve Admininistrative Manual, CG-264 Comptroller Manual.

24.1.11 PRESENT a lesson dealing with service records using guidance provided by M1080.5A, Personnel Management Information System.

24.1.12 PRESENT a lesson dealing with Records of Emergency Data in accordance with guidance provided in M1000.6 Personnel Manual M1080.5A, Personnel Management Information System.

24.1.13 PRESENT a lesson dealing with extensions of enlistments M1000.6 Personnel Manual, M1001.26 Coast Guard Reserve Admininistrative Manual.

UNIT: 25.0 Review of Yeoman Basic Subjects

Terminal Performance Skill and Knowledge Objectives: When a student has completed this unit of instruction, he or she should be able to

25.1 LOCATE information relevant to subjects covered in the Yeoman Basic Course.

Enabling Objectives:

25.1.1 IDENTIFY M5000.6, CG-229, CG-229-1, CG-260 series manuals and M1001.26 as sources of information regarding Coast Guard Organization.

25.1.2 IDENTIFY Commandant Note 5600 and M5215.6 as sources of information regarding directives.

25.1.3 IDENTIFY Commandant Note 5600 as a source of information regarding publications.

25.1.4 IDENTIFY Commandant Note 5600 and M1000.6 as sources of information regarding Coast Guard reports.

25.1.5 IDENTIFY M5215.6 as a source of information about the Coast Guard directives system.

25.1.6 IDENTIFY CG-416 as a source of information about Coast Guard filing practices.

25.1.7 IDENTIFY CG-199-2 and M5216.4 as sources of information about Coast Guard correspondence.

25.1.8 IDENTIFY M1080.5A as a sourses of information about the Personnel Management Information System.

25.1.9 IDENTIFY CG-296-1 as a source of information about the reserve Personnel Management System.

25.1.10 IDENTIFY M1080.5A and CG-207-5 as sources of information regarding the way to set up service records.

25.1.11 IDENTIFY M1000.6 and M1001.26 as sources of information regarding the issuance of ID cards.

25.1.12 IDENTIFY M1080.5A and CG-264 as sources of information regarding eligibility for basic allowance for quarters.

25.1.13 IDENTIFY M1000.6, CG-392, M1001.26, M1500.10, CGI M01501, CGI M00103 as sources of information about Coast Guard education and traveling programs.

25.1.14 IDENTIFY M1080.5A as a source of information about administrative remarks and personnel action.

25.1.15 IDENTIFY M1000.6, MCM 1969, CG-488 as sources of information about military justice.

25.1.16 IDENTIFY M1000.6 as a source of information about leave.

25.1.17 IDENTIFY M1000.6 as a source of information about entitlements.

25.1.18 IDENTIFY M1000.6 as a source of information about deductible time.

25.1.19 IDENTIFY M1000.6 and M1001.26 as sources of information about enlisted evaluations.

25.1.20 IDENTIFY M1000.6 and M1001.26 as sources of information about officer fitness reports.

25.1.21 IDENTIFY M1000.6, M1001.26, M1414.8 and CG-3303C as sources of information about enlisted advancements.

25.1.22 IDENTIFY M1000.6 as a source of information about the distribution and transfer of personnel.

25.1.23 IDENTIFY M1000.6 and CG-264 as sources of information about temporary additional duty.

25.1.24 IDENTIFY M1000.6 as a source of information about permanent change of station orders.

25.1.25 IDENTIFY M1000.6, M1001.26 and CG-264 as sources of information about metals and awards.

25.1.26 IDENTIFY M1000.6 and M1080.5A as sources of information about records of emergency data.

25.1.27 IDENTIFY M1000.6 and M1001.26 as sources of information about extensions of enlistments.

25.1.28 IDENTIFY M1000.6 and M1001.26 as sources of information regarding reenlistments.

25.1.29 IDENTIFY M1000.6 and M1001.26 as sources of information about separations from the service.

25.1.30 IDENTIFY M1000.6 and M1001.26 as sources of information about discharges.

25.1.31 IDENTIFY M5216.4 and CG-233-2 as sources of information about preparation of messages.

25.1.32 IDENTIFY M1000.6 and M1001.26 as sources of information about retirements.

25.1.33 IDENTIFY CG-416 as a source of information about paperwork management.

25.1.34 IDENTIFY M1001.26 and MCM as sources of information about illness and injury reports.

25.1.35 IDENTIFY Commandant Instruction 5211.5 as a sources of information about the Privacy Act and Freedom of Information.

25.1.36 IDENTIFY CG-264, M1001.26 and Commandant Instructions as sources of information about pay and allowances.

25.1.37 IDENTIFY MCM as a source of information about investigative bodies.

25.1.38 IDENTIFY MCM and CG-488 as sources of information regarding issuance of search warrants.

25.1.39 IDENTIFY M5600.6 as a source of information regarding the signing of official correspondence.

25.1.40 IDENTIFY CG-229 as a sources of information about COMD(G-MVD-1) responsibilities.

25.1.41 IDENTIFY Commandant Note 5600 as a source of information about changing and cancelling directives.

25.1.42 IDENTIFY M5600.6 as a sources of information about log keeping.

25.1.43 IDENTIFY CG-207-2 as a source of information about authority to issue letters of commendation and appreciation.

25.1.44 IDENTIFY the MCM and CG-488 as sources of information about the proparation of charge sheets.

25.1.45 IDENTIFY M5000.3 as a source of information about rules concerning ships passing Washington's tomb.

25.1.46 IDENTIFY M1000.3, MCM and CG-488 as sources of information about right to refuse nonjudicial punishment.

25.1.47 IDENTIFY M1414.8 as a source of information about qualification codes.

25.1.48 IDENTIFY M1001.26 as a source of information regarding the duties of an administrative officer.

25.1.49 IDENTIFY M1000.6 as a source of information regarding issuance of punitive letters of censure.

25.1.50 IDENTIFY M5000.3 as a source of information about requests for burial at sea of inactive personnel and civilians.

25.1.51 IDENTIFY CG-207-2 as a source of information about attachments to decorations and medals.

25.1.52 IDENTIFY M5000.3 as a source of information about gun salutes to honor the senior officer.

25.1.53 IDENTIFY M1414.8 and CG3303C as sources of information about typing performance tests for the Yeoman rating.

25.1.54 IDENTIFY M1000.6 and M1001.26 as sources of information about application procedures for direct commissions in the Coast Guard Reserve.

25.1.55 IDENTIFY M1001.26 as a source of information about supplemental issue in kind of uniform clothing.

25.1.56 IDENTIFY CG-207-2 as a source of information about typing of names on certificates and awards.

25.1.57 IDENTIFY M5000.3 as a source of information regarding of the unit punishment book.

25.1.58 IDENTIFY M1000.6 as a source of information about the manner of addressing enlisted personnel.

25.1.59 IDENTIFY M5000.3 as a source of information about lucky bag sales.

25.1.60 IDENTIFY CG-207-5 and CG-294 as sources of information about physical fitness standards for Coast Guard recruits.

25.1.61 IDENTIFY M1001.26 as a sources of information regarding death gratuities for reservists.

25.1.62 IDENTIFY M1001.26 and the MCM as sources of information about practical punishments for reservests performing ADT and IDT while under the UCMJ.

25.1.63 IDENTIFY CG-300-1 as a source of information regarding policies about pets aboard cutters.

25.1.64 IDENTIFY M1001.26 as a sources of information about extensions of reserve enlistments.

25.1.65 IDENTIFY M1001.26 as a source of a description of Article 79 of the Geneva Convention of 1949.

25.1.66 IDENTIFY CG-207-2 and M1000.6 as sources of information regarding the wearing of personal flotation devices aboard cutters.

25.1.67 IDENTIFY M1000.6 and 1001.26 as sources of information regarding purposes of the officer qualification test.

25.1.68 IDENTIFY M1080.5A and CG-296-1 as sources of information regarding the verfication of service records.

25.1.69 IDENTIFY M1001.26 as a source of information regarding recommended action for unsatisfactory participation in a reserve unit.

25.1.70 IDENTIFY M5000.3 as a source of information regarding meal hours of offecer messes afloat.

25.1.71 IDENTIFY M1000.6 as a source of information regarding the preparation of the Assignment Data Forms.

UNIT: 26.0 Course Post Test

Terminal Performance Skill and Knowledge Objectives: None (see terminal objectives section).

UNIT: 27.0 Course Post Test Review

Terminal Performance Skill and Knowledge Objectives: None (see terminal objectives section).

UNIT: 28.0 Course Critique

Terminal Performance Skill and Knowledge Objectives: None (see terminal objectives section).

UNIT: 29 Course Post Test

Terminal Performance Skill and Knowledge Objectives: None (see terminal objectives section).

APPENDIX A
LIST OF COURSE TRAINING EQUIPMENT AND AIDS

The equipment listed here is considered essential if the course is to be conducted in a manner consistent with the approaches set forth in the behavioral objectives.

1. Chalkboard

2. Typewriter (one for each student)

3. Tape recorder (one for each student)

4. Stopwatch (one for each pair of students; 1 large clock with a second hand is usable for the entire class).

APPENDIX B
LIST OF COURSE TEXTS AND REFERENCES

I. Coast Guard Publications

A. Number Documents

1. CG-392, Reserve Training Manual.
2. CG-432, General and Special Court Martial Guide.
3. CG-218, Catalog of Forms.
4. CG-296-1, Reserve Personnel Management Information System
5. CG-199-2, Correspondence Manual for Small Units.
6. CG-229, Coast Guard Organizational Manual.
7. CG-201-2, Medals and Awards Manual.
8. CG-416, Paperwork Management Manual.
9. CG-264, Comptroller Manual.
10. CG-442, Survivor Benefit Plan.
11. CG-207-5, Recruiting Manual.
12. CG-488, Military Justice Manual.
13. CG-213, Coast Guard History.
14. CG-232, Historically Famous Lighthouses.
15. CG-299, Coast Guard Organization Manual.
16. CG-300, Coast Guard Regulations.

B. Commandants Instructions

1. M512.6 (old CG-199-1), Coast Guard Directives System.
2. M5500.11 (old Cg-444), Security Manual.
3. M5216.4 (old CG-199), Correspondence Manual.
4. M5440.2 (old CG-244), Operating Facilities of the U.S. Coast Guard.
5. M1000.6 (old CG-207), Personnel Manual.
6. M1001.26 (old CG-296), Coast Guard Reserve Administrative Manual.

7. M4400.8 (old CG-469-7), Requisitioning Handbook (MILSTRIP/SURF).

8. M1550.9, Basic Leadership: Right Down the Line.

9. M1080.5A, Personnel Management Information System.

10. M1414.8 (old CG-311), Enlisted Qualifications Manual.

11. M5810.1 (old CG-488), Military Justice Manual.

12. 5210.5A, Standard Subject Matter Identification Codes.

13. 5211.4, 5211.5, 12293.2, Instructions related to the Privacy Act.

14. 1500 series, Education related instructions.

15. M1550.9, Basic Leadership: Right Down the Line.

16. M4400.8, Requisitioning Handbook (MILSTRIP/SURF).

17. M5440.2 (old CG-244), Operating Facilities of the U. S. Coast Guard.

18. M5000.6, Coast Guard Regulations.

19. M1500.10, Training and Education Manual Instructions.

C. Commandants Notices

1. 5605 (old CG-131), Standard Distribution List.

2. 5600 (old CG-236), Directives Publications and Report Index.

II. Other Tests and Manuals

Ewing, D. W., Long Range Planning for Management. New York: Harper & Row, 1958.

Gronlund, N. E. Stating Objectives for Classroom Instruction. New York: Macmillan Publishing Company, 1978.

Hersey, P. and Blanchard, K. H., Management of Organisational Behavior: Utilizing Human Resources (3rd Edition). Englewood Cliffs, New Jersey: Prentice Hall, 1977.

Krathlohl, D. R., Bloom, B. S. and Masia, B. B. Taxonomy of Educational Objectives. New York: David McKay Co., 1973.

Mager, R. F. Preparing Instructional Objectives. Belmont, California: Fearon-Pitman Publishers, 1975.

Schlenker, R. M., and McCormack Two Week Instructor Training Course Instructor's Guide. Alameda, California: Commanding Officer, USCG Training Center, September, 1980.

Swarts, O. D. Service Etiquete. Annapolis, MD.: Naval Institute Press, 1977.

Department of the Army, Techniques of Military Instruction. Washington, D. C.: Headquarters, Department of the Army, January, 1967 (FM 21-6).

U. S. Coast Guard Institute M01501, U. S. Coast Guard Institute Correspondence Course Manual.

Manual for Courts-Martial United States, 1969.

GSA Supply Catalog, Office Products.

Commander First Coast Guard District Reserve Training Instructor's Handbook. Boston, Massachusetts: Commander First Coast Guard District (CCGD1 Inst. P1552.1A), December,1975.

Chief of Naval Education and Training Procedures for Instructional Systems Development (NAVEDTRA 110). Pensacola, Florida: Chief of Naval Education and Training, July 12, 1978.

APPENDIX C

LIST OF REQUIRED FORMS

Number	Title
CG-2100	U.S. Course Guard Institute Course Application
CG-2519	Leave Authorization
CG-2520	Application for Enlistment
CG-2765	Coast Guard Intelligence Agency Request Check
CG-2817	Identification Card, Coast Guard Recruit
CG-3210	Application for Coast Guard Officer Candidate School
CG-3300	Enlisted Service Record Cover
CG-3301	Enlistement Contract
CG-3301A	Statement of Understanding
CG-3301B	Agreement to Extend Enlistment
CG-3301C	Discharge and Reenlistment Contract
CG-3303	Achievement Sheet
CG-3303C	Record of Practical Factors YN
CG-3304	Court Memorand
CG-3306	Marks
CG-3307	Administrative Remarks
CG-3308	Permanent Government Motor Vehicle Operator's Record
CG-3312A	Personnel Action
CG-3312D	Endorsement on Orders
CG-3698A	Assignment Data
CG-3788	Performance Evaluation Worksheet
CG-3883	U.S. Coast Guard Rapidraft Letter
CG-4113	Record of Emergency Data
CG-4170	BAQ/Dependency Information
CG-4428	Request for Directives
CG-4499	Personnel Data Questionnaire
CG-4716	Advancement Recommendation and Examination Request
CG-4782	Enlisted Information Card
CD-4910	Nonjudicial Punishment Report
CG-4882	Personnel Actions Transmittal
CG-4940	SURF Requistion Log
CG-4986	Certificate of Enlistment
CG-5209	Leave and Earnings Statement
CG-5225	Tax Information
CG-5229	Statement of Intent
DD Form 214	Armed Forces of the United States Report of Transfer or Discharge
DD Form 369	Police Record Check
DD Form 458	Charge Sheet
Form DOT F 4200.1	Procurement Request

APPENDIX D

LIST OF STUDENT HANDOUTS

UNIT	HANDOUT NUMBER	TITLE
2.0	2-1	Course Pretest
4.0	4-1	Business and Social Correspondence
6.0	6-1	A List of Publications Containing Educational Information
9.0	9-1	Ordering Directives, Publications, Reports and Forms
10.0	10-1	Material Identification
10.0	10-2	Ordering Supplies from GSA
11.0	11-1	Leadership Models
11.0	11-2	Leadership Oriented Definitions
12.0	12-1	Management Overview
14.0	14-1	Teaching Learning Process
14.0	14-2	Taxonomies of the Cognative, Affective and Psychomotor Domains
14.0	14-3	Maslows Need Theory
14.0	14-4	The Most Common Weaknesses of Instructors and Hints for Effective Teaching
15.0	15-1	Sample Lesson Plan
15.0	15-2	Example Lesson Plan
16.0	16.1	Illustrative Behavioral Terms Used in Stating Learning Outcomes
17.0	17-1	Steps in Planning a Test
17.0	17-2	Writing Objective Test Items
18.0	18-1	Some Tips About Teaching Aids
19.0	19-1	Lesson Topics
20.0	20-1	Recording and Transcribing Performmance Standards
20.0	20-2	Recording Material
20.0	20-3	Final Dictation and Transcription Performance Test
21.0	21-1	Some Factors to Consider When
22.0	22-1	Overview of Benefits Available to Coast Guard Personnel
22.0	22-2	Benefits and Entitlements for Members of the Reserve
24.0	24-1	Developing Training Programs A Guide for Evaluation of Instruction
24.0	24-2	Self Evaluation Test for Instructors
25.0	25-1	References Exercise
27.0	27-1	Recording Material 4
27.0	27-2	Final Dictation and Transcription Performance Test
26.0	26-1	Course Post Test
28.0	28-1	Student Evaluation of Course and Instructor

APPENDIX E

List of Assignments

UNIT	TITLE
3.0	Classified Material
4.0	Social Correspondence
5.0	Officer Personnel Administration
6.0	Officer Education Programs
7.0	Classified Correspondence
8.0	Special and General Court-Martials
9.0	Forms and Directives Management
10.0	Supplies and Equipment Procurement
11.0	Basic Leadership
12.0	Office Management
13.0	Personnel Management Information System
15.0	Drafting Lesson Plans
16.0	Behavioral Objectives
17.0	Test Methods and Practices
18.0	Teaching Aids
19.0	Lesson Planning
21.0	Clerical Training Programs
22.0	Benefits
23.0	Practical Exercises in the Yeoman Field
25.0	Review of Basic Subjects
28.0	Practical Exercises